BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Extended Diploma in Business and Hospitality
Unit number and title	**Unit 19: Career Planning**
Learning aim(s)	**A:** Explore employment opportunities to target progression **B:** Examine personal skills and goals to produce a personal career development plan
Assignment title	Planning for employment
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are approaching the final months of your education and are looking at future employment prospects. You want a career where you can gain progression and make a difference. Select at least three careers that would be suitable to meet your own expectations taking into account your education and experience to date. Investigate the options for your future career. Your research should involve collecting data from a wide range of sources including media/social research, business websites, educational providers, social networks and interviews with people already in similar roles. Your research into your suitability for these roles will involve identifying the main skills required for the roles, and then you will need to carry out a comprehensive skills audit and skills-gap analysis for yourself. Your findings will be presented in a portfolio of research and skills audits/skills gap analysis

Task 1	You will need to research a number of career roles that match your career expectations using a variety of methods/sources of information. You need to identify the advantages and disadvantages of the sources of information used for your research. Your research should include: ● the tasks and procedures to be completed in a career you are considering ● entry level roles, training provision and progression routes ● the types of contracts and their advantages and disadvantages ● the impact of employment legislation on career choices and work patterns. Having carried out the research you are to conduct a comprehensive skills audit. You should: ● identify different formats for skills audits

	● the skills required for each career considered ● conduct a detailed audit of your own skills using two different formats, identifying personal, transferable, knowledge and competency skills ● identify skills-gaps based on your own skills and the research undertaken. ● use the skills audit and skills gap analysis to produce a personal development plan with time frames and SMART targets You will produce a summary evaluation of the research and analysis undertaken. You will: ● evaluate the effectiveness of the methods used to collect data on skills and progression routes, using your research to justify the advantages and disadvantages identified and the reasons these methods were selected ● assess and justify in detail, the reasons behind the choices you made in the career development plan and how the development needs identified will be achieved ● provide a contingency approach for your career development plan. All conclusions will be fully justified by well-balanced, developed arguments, and be supported by good use of research evidence collected.
Checklist of evidence required	● Evidence of research into careers, career development, hard and soft skills for a career and at least two different types of skills audit ● A comprehensive skills audit and skills gap analysis ● A comprehensive career development plan ● A detailed evaluation of the work undertaken

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
19/B.D2	Justify decisions taken in own personal career development plan in relation to own comprehensive audit of career-skills and skills-gaps
19/A.D1	Evaluate the effectiveness of methods used to identify career progression opportunities based on own comprehensive research
19/B.M2	Assess decisions taken in own career development plan in relation to own detailed audit of career-related skills and skills-gaps
19/A.M1	Analyse the effectiveness of methods used to identify career progression opportunities based on own detailed research
19/B.P4	Explain reasons for decisions taken in the preparation of a personal career development plan
19/B.P3	Produce a simple skills audit identifying career-related skills and skills-gaps
19/A.P2	Explain the effectiveness of methods used to identify and research career progression opportunities
19/A.P1	Carry out appropriate research into career progression opportunities

Sources of information to support you with this Assignment	**Websites** **https://nationalcareers.service.gov.uk/explore-careers** **http://www.hrpulse.co.za/editors-pick/230150-5-methods-for-conducting-a-skills-audit** **https://www.surveymonkey.com/mp/likert-scale/** **https://www.questionpro.com/semantic-differential-scale.html** **https://www.jobsite.co.uk/worklife/create-successful-career-plan-36/** **Above are some examples of websites.** **Further useful resources may be found at https://qualifications.pearson.com/en/support/published-resources/about-course-materials.html**
Other assessment materials attached to this Assignment Brief	N/A